



TIPS

- The effective date can be backdated.
- Supervisors can **only** submit one-time payments for student workers under their supervisory organization.

RELATED TASK(S)

- Job Profile – Job Description Guide

Request One-Time Payment

- ▶ Login to Workday.
- ▶ Request One-Time Payment (one-demand payment, cash award).
 - In the search bar, type “**Request One-Time Payment.**”
 - Click on <**Request One-Time Payment**> task and select the following:
 - **Effective Date**
 - **Student Employee Name**
 - **Reason**
 - **Amount** (the total amount must be entered)
- ▶ Add any necessary comments or attachments.
- ▶ Click <**Submit**> to complete the one-time payment task.

UP NEXT: HR, Budget, and the VP will approve the one-time payment.